GUIDE FOR ACQUISITION TIMELINES

August 2006

HQ, ACA ISO 9001:2000 CERTIFIED

Guide for Acquisition Timelines

- Major Acquisition (>$5M), Competitive
- Major Acquisition (>$5M), Non-Competitive

- Commercial Acquisition (>$100K - <$5M), Competitive
- Commercial Acquisition (>$100K - <$5M), Non-Competitive

- Simplified Acquisition (<$100K), Competitive
- Simplified Acquisition (<$100K), Non-Competitive

- Non-DoD Contracts (<$100K), Competitive
- Non-DoD Contracts (<$100K), Non-Competitive

Guide for Acquisition Timelines

- **Task Identifiers**

- **R = Requiring Activity**
- **D = Directorate of Contracting (DOC)**
- **S = Shared Responsibilities**
- **S-2 = Share Task Number**
- **S-2(D)= Identifies Responsibility Lead for Shared Task.**

Major Acquisition (>$5M), Competitive PLANNING

R-1 Determine Need
Process begins

S-1R Conduct Market Research to validate acquisition approach and document findings. 30 WD

D-1 If Information Technology (IT) hardware/software requirement, issue delivery order against Army Small Computer Program (ASCP) mandatory contracts or obtain ASCP waiver. 15 WD

R-2 Obtain internal requiring activity approval of requirement. 30 WD

D-2 Identify responsible acquisition team. 2WD

D-3 Establish acquisition time line. 2WD

R-3 Prepare all requirements documentation, Statement of Work (SOW), Performance Work Statement (PWS), Contract Data Requirements List (CDRLs), AF Plan, Specifications, Drawings/Blue Prints, Quality Assurance Surveillance Plan (QASP) Security Classification Form DD254, Independent Government Cost Estimate (IGCE) for estimated total cost, if applicable. 120WD

R-4 Obtain budget estimate approval for total estimated value of requirement. 10 WD

S-2 Develop draft acquisition strategy, for review and approval by ACA PARC if less than $100M, HCA if over $100M, AAE if over $500M. 20 WD

S-3 Develop draft Acquisition Plan for review and approval by ACA PARC for requirements >$15M annually,

D-4 Prepare and coordinate Form DD2579 with Small Business Specialist (SBS) Office for approval. 5 WD

Major Acquisition (>$5M), Competitive SOLICITATION

D-5 Review, provide comments on SOW, PWS, PRS, CDRLs, DD254, QASP, AF Plan IGCE, acquisition strategy, acquisition plan, sole source justification document etc., as required. 15 WD

S-4D Conduct final reviews, recommend changes to SOW, PWS, PRS, QASP, AF Plan, CDRLs, Specifications/Blue Prints, DD254, IGCE, Evaluation Plan, Acquisition strategy, Acquisition plan, Sole source justification

R-6 Identify individuals for Source Selection Evaluation Board (SSEB), Source Selection Advisory Council (SSAC) and Source Selection Authority (SSA), if required. 2 WD

D-6 Prepare SSA appointment documentation and obtain PARC approval. 7 WD

S-5D Process final Acquisition Strategy Plan documentation for required approvals. 120 WD

R-7 Prepare/submit certified Form DA3953, MIPR or Optional funding document to DOC. (PRWeb). 5 WD

S-6D Process final Acquisition Plan documentation for required approvals. 30WD

D-7 Issue synopsis in FedBizOps informing industry of draft RFP. 1 WD

D-8 Assign individual to SSEB Price evaluation team. 3 WD

D-9 Prepare Source Selection Plan (SSP) for review and SSA approval. 15 WD

D-10 Prepare solicitation documents in Standard Procurement System (SPS). 3 WD

D-12 Issue Draft RFP, if applicable. 2 WD

Major Acquisition (>$5M), Competitive SOLICITATION Cont'd

D-13 Conduct Pre-Proposal Conference/Site Visit, if required.
7 WD

D-14 Receive and coordinate vendor draft RFP questions with customer. 2 WD

S-8R Develop responses to vendor draft RFP questions.
5 WD

D-15 Provide industry Gov't responses to questions. 2 WD

S-9D Make final solicitation and documentation changes, obtain final RFP/RFQ/IFB review and approvals.
10 WD

D-16 Issue synopsis in FedBizOps regarding final RFP/RFQ/IFB issuance.
1 WD

D-17 Release final solicitation/amendm

Major Acquisition (>$5M), Competitive AWARD

D-18 Receive vendor RFP/RFQ/IFB questions. 10 WD

D-19 Coordinate vendor RFP/RFQ/IFB questions with customer. 7 WD

S-10R Prepare responses to vendor final RFP/RFQ/IFB questions. 7 WD

S-11D Prepare, coordinate and issue solicitation amendments. 7 WD

D-20 Receive proposals after release of RFP/RFQ/IFB. 30 CD

S-12D Evaluate proposals and manage overall proposal evaluation process IAW approved SSP/Evaluation Plan, if applicable. 40 WD

D-22 Prepare Pre Negotiation Objective Memorandum, Weighted Guidelines for review and approval, as required. 15WD

S13D Provide briefings to SSA, if required. 7 WD

S-14D Conduct RFP/RFQ/IFB negotiations with offerors IAW approved SSP/Evaluation Plan. 15 WD

S-15D Brief and make best value or LPTA vendor selection. 10 WD

D-23 Prepare Source Selection Report for review and approval by SSA/Selection Official. 5 WD

D-24 Prepare Price Negotiation Memorandum (PNM) for review and approval. 5 WD

D-26 Prepare contract in SPS for final pre-award review. 3 WD

S-19D Obtain final contract pre-award review/approvals. 7 WD

R-8 Prepare and submit Contracting Officer's Representative (COR) nomination form to DOC. 2 WD

S-20D Process Congressionals, Agency/GAO protests IAW established procedures. 3 – 100 CD

D-27 Award/synopsize contract. 2 WD

D-28 Prepare Contracting Action Report (CAR) IAW RPDS-NG procedures. 1 WD

D-29 Conduct/document Debriefings. 10 WD

D-30 Coordinate pre/post award Small Business protests with the SBA for resolution, if received. 15 WD

Major Acquisition (>$5M), Competitive ADMINISTRATION/CLOSE OUT

D-31 Distribute awarded contract, contracting action report (CAR) to Contractor, DFAS, customer, if required.

1 WD

R-9 Identify individual to assist with contract administration duties.

1 WD

D-32 Appoint AF Determining Official (AFDO) and COR and notify contractor of COR responsibilities.

2 WD

D-33 Conduct Pre-performance/ post award conference discussions. 3 WD

D-34 Ensure contractor compliance with Bid Bonds, payroll and labor compliance checks, etc. Entire period of performance

R-10 Notify Contracting Officer of any contractor performance issues. 2 WD

D-35 Authorize contract changes when required.

4 WD

R-11 Provide funding and/or other required documents to facilitate contract change modifications

S-21D Negotiate technical and funding contract issues, contract changes, conduct award fee evaluations, as required. 30 WD

D-36 Exercise contract options, obligate incremental funding via contract modifications. 3 WD

D-37 Provide to KO COR files IAW COR designation letter or policy. 2 WD

S-22R Review monthly Contractor Manpower Reporting data. 2 WD

S-23R Ensure contractor performance IAW contract requirements. Entire period of performance.

S-24D Respond to Freedom of Information Act (FOIA) requests.

10 WD

S-25D Respond to Audit reviews, if required 10 WD

R-12 Review partial/final invoices and ensure charges are allowable and allocable and approve for payment. 3 WD

Major Acquisition (>$5M), Competitive ADMINISTRATION/CLOSE-OUT (con't.)

R-13 Provide/route via Wide Area Workflow (WAWF) a copy of the signed receiving report/invoice to DFAS for payment. **7 WD**

D-38 Negotiate/resolve contract claims & disputes. **60 WD**

R-14 Notify KO at contract completion that all products/services have been satisfactory provided IAW with contract requirements. **1 WD**

R-15 Provide a copy of final receiving report/invoice to DFAS and the Contracting Officer. **7 WD**

S-26D Verify through DFAS that all dollars obligated against the contract have been dispersed. **5 WD**

D-39 Verify with contractor that all contract requirements have been satisfied, and all monies owed received. **5 WD**

D-40 Request DCAA Audit Reviews, if required. **10 days**

S-27D Prepare contractor performance assessment report, every 12 months. **5 WD**

R-16 Ensure proper disposal/ turn-in of government property, if required. **60 WD**

D-41 Prepare contract close-out Forms DD1594 and DD1597 and complete contract close-out process including de-obligation of excess funds. **30 WD**

D-42 Archive contract files as required. **2 WD**

Major Acquisition (>$5M), Non-Competitive PLANNING

R-1 Determine Need

Process Begins

S-1R Conduct Market Research to validate acquisition approach and document findings. 30 WD

D-1 If Information Technology (IT) hardware/software requirement, issue delivery order against Army Small Computer Program (ASCP) mandatory contracts or obtain ASCP waiver. 15 WD

R-2 Obtain internal requiring activity approval of requirement. 30 WD

D-2 Identify responsible acquisition team. 2 WD

D-3 Establish acquisition time line. 2 WD

R-3 Prepare all requirements documentation, SOW, PWS, CDRLs, AF Plan, Specifications/Blue Prints, QASP, DD Form DD254, IGCE, if applicable. etc. 120 WD

R-4 Obtain budget approval for total estimated value of requirement. 10 WD

S-2 Develop draft acquisition strategy, for review and approval by ACA PARC if less than $100M, HCA if over $100M, AAE if over $500M. 20 WD

D-4 Prepare and coordinate Form DD2579 with Small Business Specialist (SBS) Office for approval. 5 WD

S-3 Develop draft Acquisition Plan for review and approval by ACA PARC for requirements >$15M annually, or $30M for total requirements. 10 WD

R5 Prepare draft Justification and Approval (J&A), Sole Source Justification document, and provide to DOC. 5 WD

Major Acquisition (>$5M), Non-Competitive SOLICITATION

D-5 Review, provide comments on SOW, PWS, PRS, CDRLs, Specifications/Blue Prints, QASP, DD254, IGCE, AF Plan, Acquisition strategy, Acquisition plan, Sole source justification documents, etc., as applicable. 15 WD

S-4D Conduct final reviews, recommend changes to SOW, PWS. CDRLs, AF Plan, Specification/Blue Prints, QASP, DD254, IGCE, acquisition strategy, acquisition plan, sole source justification documents, if applicable. 5 WD

S-5D Process final Acquisition Strategy document for required approvals. 120 WD

S-6D Process final Acquisition Plan documentation for required approvals. 30WD

S-7D Staff J&A document for review and approval by Special Competition Advocate if less than $10M, ACA PARC if less than $75M, AAE if over $75M. 30 WD

R-7 Prepare/submit certified Form DA3953/MIPR or Optional funding document to DOC. (PRWeb). 5 WD

D-10 Prepare solicitation documents in Standard Procurement System (SPS). 3 WD

D-16 Issue synopsis in FedBizOps informing industry of final RFP/RFQ/IFB issuance. 1 WD

S-9D Make final solicitation changes and documentation changes, obtain final RFP/RFQ/IFB review and approvals. 10 WD

D-17 Release final solicitation/amendments. 7 WD

Major Acquisition (>$5M), Non-Competitive

AWARD

D-18 Receive vendor RFP/RFQ/IFB questions. 10 WD

D-19 Coordinate vendor final RFP/RFQ/IFB questions with customer. 7 WD

S-10R Prepare responses to vendor RFP/RFQ/IFB questions. 7 WD

S-11D Prepare, coordinate and issue solicitation amendments. 7 WD

D-20 Receive proposals after release of RFP/RFQ/IFB. 30 CD

D-21 Request DCAA audit assistance. 10 WD

S-16R Evaluate technical and price proposals. 30 WD

D-22 Prepare Pre-Negotiation Objective Memorandum, Weighted Guideline for review and approval, as required. 15 WD

S-17D Conduct negotiations. 10 WD

D-24 Prepare Price Negotiation Memorandum (PNM) for review and approval. 5 WD

S-18D Brief evaluation results to appropriate approval authority. 3 WD

D-26 Prepare contract in SPS for final pre-award review. 3 WD

S-19D Obtain final contract pre-award review/approvals. 7 WD

R-8 Prepare and submit Contracting Officer's Representative (COR) nomination form to DOC. 2 WD

S-20D Process Congressionals Agency/GAO protests IAW established procedures. 3 - 100 CD

D-27 Award/synopsize contract. 2 WD

D-28 Prepare Contracting Action Report (CAR) IAW FPDS-NG procedures. 1 WD

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Major Acquisition (>$5M), Non-Competitive

ADMINISTRATION/CLOSE-OUT

D-31 Distribute awarded contract, contracting action report (CAR) to Contractor, DFAS, customer etc., as required. 1 WD

R-9 Identify individuals to assist with contract administration duties. 1 WD

D-32 Appoint AFDO, COR and notify contractor of COR responsibilities. 1 WD

D-33 Conduct Pre-Performance/Post award conference discussions, if applicable. 3 WD

D-34 Ensure contractor compliance with Bid Bonds, R-payroll and labor compliance checks, etc. Entire period of performance.

R-10 Notify Contracting Officer of any contractor performance issues. 2 WD

D-35 Authorize contract changes when required. 4 WD

R-11 Provide funding and/or other required documents to facilitate contract change modifications. 5 WD

S-21D Negotiate technical and funding contract issues, contract changes, conduct award fee evaluations, as required. 30 WD

D-36 Exercise contract options, obligate incremental funding via contract modifications. 3 WD

S22R Review monthly Contractor Manpower Reporting data. 2 WD

S-23R Ensure contractor performance IAW contract requirements

D-37 Provide to KO COR files IAW COR designation letter or policy. 2 days

S-24D Respond to Freedom of Information Act (FOIA) request. 10 WD

S-25D Respond to audit reviews, if required. 10 WD

R-12 Review partial/final invoices and ensure charges are allowable and allocable and approve for payment. 3 WD

Major Acquisition (>$5M), Non-Competitive

ADMINISTRATION/CLOSE-OUT (con't.)

R-13 Provide/route via Wide Area Workflow (WAWF) a copy of the signed receiving report/invoice to DFAS for payment. 7 WD

S-26D Verify through DFAS that all dollars obligated against the contract have been dispersed. 5 WD

S-27D Prepare contractor performance assessment report every 12 months. 5 WD

D-38 Negotiate/resolve contract claims and disputes. 60 WD

R-14 Notify KO at contract completion that all products/services have been satisfactory provided IAW with contract requirements. 1 WD

R-15 Provide a copy of final receiving report/invoice to DFAS and the Contracting Officer. 7 WD

R-16 Ensure proper disposal/turn-in of government property, if required. 60 WD

D-39 Verify with contractor that all contract requirements have been satisfied, and all monies owed received. 5 WD

D-40 Request DCAA Audit Reviews, if required. 10 WD

D-41 Prepare contract close-out Forms DD1594 and DD1597 and complete contract close-out process to include de-obligation of excess funds. 30 WD

D-42 Archive contract files as required. 2 WD

Commercial Items Acquisition Test Program (>$100K - <$5M), Competitive - PLANNING

R-1 Determine Need

Begins Process

S-1R Conduct Market Research to validate acquisition approach and document findings. 30 WD

D-1 If Information Technology (IT) hardware/software requirement, issue delivery order against Army Small Computer Program (ASCP) mandatory contracts or obtain ASCP waiver. 15 WD

R-2 Obtain internal requiring activity approval of requirement. 30 WD

D-2 Identify responsible acquisition team. 2 WD

D-3 Establish acquisition time line. 2 WD

R-3 Prepare all requirements documentation, Statement of Work (SOW), Performance Work Statement (PWS), PRS, Contract Data Requirements List (CDRLs), AF Plan, Specifications, Drawings/Blue Prints, Quality Assurance Surveillance Plan (QASP) Security Classification Form DD254, Independent Government Cost Estimate (IGCE) for estimated total cost, if applicable. 120 WD

R-4 Obtain budget estimate approval for total estimated value of requirement. 10 WD

D-4 Prepare and coordinate Form DD2579 with Small Business Specialist (SBS) Office for approval. 5 WD

Commercial Item Acquisition Test Program (>$100K - <$5M) Competitive - SOLICITATION

D-5 Review, provide comments on SOW, PWS, PRS, CDRLs, DD254, IGCE, Acquisition strategy, Acquisition plan, AF Plan, Sole source justification documents, etc., as applicable. 15 WD

S-4D Conduct final reviews, recommend changes to SOW, PWS, CDRLs, AF Plan, Specifications/Blue Prints, QASP, DD254, IGCE, acquisition strategy, acquisition plan, sole source justification documents, if applicable. 5 WD

R-6 Identify individuals for Source Selection Evaluation Board (SSEB), Source Selection Advisory Council (SSAC) and Source Selection Authority (SSA), if required. 2 WD

D-6 Prepare SSA appointment documentation and obtain PARC approval. 7 WD

R-7 Prepare/submit certified Form DA3953, MIPR or Optional funding document to DOC. (PRWeb) 5 WD

S-9D Make final solicitation and documentation changes, obtain final RFP/RFQ/IFB review and approvals. 10 WD

D-10 Prepare solicitation documents in Standard Procurement System (SPS). 3 WD

D-11 Issue synopsis/solicitation in FedBizOps informing industry of requirement. 2 WD

D-13 Conduct Pre-Proposal Conference/Site Visit, if required. 5 WD

Commercial Acquisition Test Program (>$100K - <$5M) Competitive - AWARD

D-18 Receive vendor RFP/RFQ/IFB questions. 10 WD

D-19 Coordinate vendor RFP/RFQ/IFB questions with customer. 7 WD

S-10R Prepare responses to vendor final RFP/RFQ/IFB questions. 7 WD

S-11D Prepare, coordinate and issue solicitation amendments. 7 WD

D-20 Receive proposals after release of RFP/RFQ/IFB. 30 CD

S-12D Evaluate proposals and manage overall proposal evaluation process IAW approved SSP/Evaluation Plan, if applicable. 40 WD

D-22 Prepare Pre Negotiation Objective Memorandum, Weighted Guides for review and approval, if required. 15 WD

S-13D Provide briefings to SSA, if required. 7 WD

S-15D Brief and make best value or LPTA vendor selection. 10 WD

D-24 Prepare Price Negotiation Memorandum (PNM) for review and approval. 5 WD

D-26 Prepare contract in SPS for final pre-award review. 3 WD

S-19D Obtain final contract review/approvals. 7 WD

D-27 Award/synopsize contract. 2 WD

R-8 Prepare and submit Contracting Officer's Representative (COR) nomination form to DOC. 2 WD

S-20D Process Congressional's, Agency/GAO protests IAW established procedures. 3-100 CD

D-27 Award/synopsize contract. 2 WD

D-28 Prepare Contracting Action Report (CAR) IAW FPDS-NG procedures. 1 WD

D-30 Coordinate pre/post award Small Business protests with the Small Business Administration for resolution, if received. 15 WD

Commercial Item Acquisition Test Program – Competitive (>$100K - <$5M) Administration/Close Out

D-31 Distribute awarded contract, contracting action report (CAR) to Contractor, DFAS, customer, etc., if required. 1 WD

R-9 Identify individuals to assist with contract administration duties. 1 WD

D-32 Appoint AFDO and COR and notify contractor of COR responsibilities. 2 WD

D-33 Conduct Pre-performance/ post award conference discussions. 3 WD

D-34 Ensure contractor compliance with Bid Bonds, payroll and labor compliance checks, etc. Entire period of performance

R-10 Notify Contracting Officer of any contractor performance issues. 2WD

D-35 Authorize contract changes when required. 4 WD

R-11 Provide funding and/or other required documents to facilitate contract change modifications. 5 WD

S-21D Negotiate technical and funding contract issues, contract changes, conduct award fee evaluations, as required. 30

D-36 Exercise contract options, obligate incremental funding via contract modification. 3 WD

D-37 Provide to KO COR files IAW COR designation letter or policy. 2 WD

S-22R Review monthly Contractor Manpower Reporting data. 2 WD

S-23R Ensure contractor performance IAW contract requirements

S-24D Respond to Freedom of Information Act (FOIA) requests. 10 WD

S-25D Respond to Audit reviews, if required. 10 WD

R-12 Review partial/final invoices and ensure charges are allowable and allocable and approve for payment. 3 WD

R-13 Provide/route via Wide Area Workflow (WAWF) the signed receiving report/invoice to DFAS for payment

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Commercial Acquisition Test Program (>$100K - <$5M)

Competitive - ADMINISTRATION/CLOSE-OUT cont'd

D-38 Negotiate/resolve contract claims & disputes. 60 WD

R-14 Notify KO at contract completion that all products/services have been satisfactory provided IAW with contract requirements. 1 WD

R-15 Provide a copy of final receiving report/invoice to DFAS and the Contracting Officer. 7 WD

S-26D Verify through DFAS that all dollars obligated against the contract have been dispersed. 5 WD

D-39 Verify with contractor that all contract requirements have been satisfied, and all monies owed received. 5 WD

S-27D Prepare contractor performance assessment report every 12 months. 5 WD

R-16 Ensure proper disposal/ turn-in of government property, if required. 60 WD

D-41 Prepare contract close-out Forms DD1594 and DD1597 and complete contract close-out process including de-obligation of excess funds. 30 WD

D-42 Archive contract files as required. 2 WD

Commercial Acquisition Test Program (>$100K - <$5M) NON – COMPETITIVE PLANNING

R-1 Determine Need

Process begins

S-1R Conduct Market Research to validate acquisition approach and document findings. 30 WD

D-1 If Information Technology (IT) hardware/software requirement, issue delivery order against Army Small Computer Program (ASCP) mandatory contracts or obtain ASCP waiver. 15 WD

R-2 Obtain internal activity approval of requirement, as required. 30 WD

D-2 Identify responsible acquisition team. 2 WD

D-3 Establish acquisition time line. 2 WD

R-3 Prepare all requirements documentation, SOW, PWS, AF Plan, CDRLs, Specifications/Blue Prints, QASP, DD Form DD254, IGCE, if applicable. etc. 120 WD

R-4 Obtain budget approval for total estimated value of requirement. 10 WD

R-5 Prepare draft Justification and Approval (J&A), Sole Source Justification document, and provide to DOC. 5 WD

D-4 Prepare and coordinate Form DD2579 with Small Business Specialist (SBS) Office for approval. 5 WD

Commercial Acquisition Test Program (>$100K - <$5M) Non-Competitive - SOLICITATION

D-5 Review, provide comments on SOW, PWS, PRS, AF Plan, CDRLs, Specifications/Blue Prints, QASP, DD254, IGCE, Acquisition strategy, Acquisition plan, Sole source justification documents, etc., as applicable. 15 WD

S-4D Conduct final reviews, recommend changes to SOW, PWS. CDRLs, Specification/Blue Prints, QASP, DD254, IGCE, acquisition strategy, acquisition plan, sole source justification documents, if applicable. 5 WD

S-7D Staff J&A document for review and approval by Special Competition Advocate if less than $10M, ACA PARC if less than $75M, AAE if over $75M. 30 WD

R-7 Prepare/submit certified Form DA3953/MIPR or Optional funding document to DOC. (PRWeb) 5 WD

D-10 Prepare solicitation documents in Standard Procurement System (SPS). 3 WD

S-9D Make final solicitation and documentation changes, obtain final RFP/RFQ/IFB review and approvals. 10 WD

D-11 Issue synopsis/solicitation in FedBizOps informing industry of requirement. 2 WD

Commercial Acquisition Test Program (>$100K - <$5M) NON - Competitive - AWARD

D-18 Receive vendor RFP/RFQ/IFB questions.
10 WD

D-19 Coordinate vendor final RFP/RFQ/IFB questions with customer. 7 WD

S-10R Prepare responses to vendor RFP/RFQ/IFB questions. 7 WD

D-20 Receive proposals after release of RFP/IFB/RFQ.
30 CD

D-21 Request DCAA audit assistance. 10 WD

S-16R Evaluate technical and price proposals.
30 WD

D-22 Prepare Pre Negotiation Objective Memorandum, Weighted Guidelines for review and approval, as required.
15 WD

S-17D Conduct negotiations. 10 WD

D-24 Prepare Price Negotiation Memorandum (PNM) for review and approval. 5 WD

S-18D Brief evaluation results to appropriate approval authority. 3 WD

D-26 Prepare contract in SPS for final pre-award review. 3 WD

S-19D Obtain final contract pre-award review/approvals.
7 WD

R-8 Prepare and submit Contracting Officer's Representative (COR) nomination form to DOC.
2 WD

D-27 Award/synopsize contract. 1 WD

D-28 Prepare Contracting Action Report (CAR) IAW FPDS-NG procedures.
1 WD

Commercial Acquisition Test Program (>$100K - <$5M), NON - Competitive - ADMINISTRATION/CLOSE-OUT

D-31 Distribute awarded contract, contracting action report (CAR) to Contractor, DFAS, customer, etc., if required. 1 WD

R-9 Identify individuals to assist with contract administration duties. 1 WD

D-32 Appoint AFDO, COR and notify contractor of COR responsibilities. 1 WD

D-33 Conduct Pre-Performance/Post award conference discussions, if applicable. 3 WD

D-34 Ensure contractor compliance with Bid Bonds, R- payroll and labor compliance checks, etc. Entire period of performance.

R-10 Notify Contracting Officer of any contractor performance issues. 2 WD

D-35 Authorize contract changes when required. 4 WD

R-11 Provide funding and/or other required documents to facilitate contract change

S-21D Negotiate technical and funding contract issues, contract changes, conduct award fee evaluations, as required. 30 WD

S-22R Review monthly Contractor Manpower Reporting data. 2 WD

D-36 Exercise contract options, obligate incremental funding via contract modifications. 3 WD

D-37 Provide to KO COR files IAW COR designation letter or policy. 2 WD

S-23R Ensure contractor performance IAW

S-24D Respond to Freedom of Information Act (FOIA) requests. 10 WD

S-25D Respond to audit reviews, if required. 10 WD

R-12 Review partial/final invoices and ensure charges are applicable and allowable and approve for payment. 3 WD

R-13 Provide/route via Wide Area Work Flow (WAWF) a copy of the certified receiving report/invoice to DFAS for payment. 7 WD

Commercial Acquisition Test Program (>$100K - <$5M), Non-Competitive - ADMINISTRATION/CLOSE-OUT cont'd

S-26D Verify through DFAS that all dollars obligated against the contract have been dispersed. 5 WD

S-27D Prepare contractor performance assessment report every 12 months. 5 WD

D-38 Negotiate/resolve contract claims and disputes. 60 WD

R-14 Notify KO at contract completion that all products/services have been satisfactory provided IAW with contract requirements. 1 WD

R-15 Provide a copy of final receiving report/invoice to DFAS and the Contracting Officer. 7 WD

R-16 Ensure proper disposal/turn-in of government property, if required. 60 WD

D-39 Verify with contractor that all contract requirements have been satisfied, and all monies owed received. 5 WD

D-40 Request DCAA Audit Reviews, if required. 10 WD

D-41 Prepare contract close-out Forms DD1594 and DD1597 and complete contract close-out process including de-obligation of excess funds. 30 WD

D-42 Archive contract files as required. 2 WD

Simplified Acquisition (<$100K), Competitive - PLANNING

R-1 Define Need.

Process Begins

S-1R Conduct Market Research to validate acquisition approach and document findings.

30 WD

D-1 If Information Technology (IT) hardware/software requirement, issue delivery order against Army Small Computer Program (ASCP) mandatory contracts or obtain ASCP waiver.

15 WD

R-2 Obtain internal activity approval of requirement, as required. 30 WD

D-2 Identify responsible acquisition team. 2 WD

D-3 Establish acquisition time line.

2 WD

R-3 Prepare all requirements documentation, SOW, PWS, CDRLs, AF Plan, Specifications/Blue Prints, QASP, Form DD254, IGCE for estimated total costs, if applicable. 120 WD

R-4 Obtain budget estimate approval for total estimated value of requirement.

10 WD

R-18 Prepare Acquisition Strategy/Plan for approval at appropriate level.

3 WD

D-4 Prepare and coordinate Form DD2579 with Small Business Specialist (SBS) Office for approval. 5 WD

D-10 Prepare Evaluation Plan (EP) for review.

5 WD

Simplified Acquisition (<$100K), Competitive - SOLICITATION

D-5 Review, provide comments on SOW, PWS, PRS, CDRLs, DD254, IGCE, QASP, AF Plan, Acquisition strategy, Acquisition plan, Sole source justification documents, etc., as applicable. 15 WD

S-4D Conduct final reviews, recommend changes to SOW, CDRLs, AF Plan, Specifications/Blue Prints, QASP, DD254, IGCE, acquisition strategy, acquisition plan, sole source justification documents, if applicable. 5 WD

R-7 Prepare/submit certified Form DA3953/MIPR or Optional funding document to DOC. (PRWeb) 5 WD

R-19 Identify individuals for informal Source Selection Evaluation Board (SSEB) responsibilities. 2 WD

D-16 Issue synopsis in FedBizOps regarding final RFP/RFQ/IFB issuance. 1 WD

D-10 Prepare Evaluation Plan (EP) for review. 5 WD

D-11 Prepare solicitation documents in Standard Procurement System (SPS). 3 WD

S-9D Make final solicitation and documentation changes, obtain final RFP/RFQ/IFB document review and approvals. 10 WD

S-28R Review EP, make changes and submit to DOC for approval by Selection Official. 5 WD

D-17 Release final solicitation/amendments. 7 WD

D-18 Receive vendor RFP/RFQ/IFB questions.

D-19 Coordinate vendor RFP/RFQ/IFB questions with customer.

S-7R Prepare responses to vendor final RFP/RFQ/IFB questions.

D-20 Receive Proposals.

S-8D Evaluate proposals and manage overall proposal evaluation process IAW approved SSP/ Evaluation Plan, if applicable.

Simplified Acquisition (<$100K), Competitive

AWARD

D-18 Receive vendor RFP/RFQ/IFB questions. 10 WD

D-19 Coordinate vendor RFP/RFQ/IFB questions with customer. 7 WD

S-10R Prepare responses to vendor final RFP/RFQ/IFB questions. 7 WD

D-20 Receive Proposals after release of RFP, RFQ, IFB. 30 CD

S-12D Evaluate proposals and manage overall proposal evaluation process IAW approved SSP/Evaluation Plan, if applicable. 40 WD

S-14D Conduct RFP/RFQ/IFB negotiations with Offeror's IAW approved SSP/ Evaluation Plan. 15 WD

S-15D Brief & make best value or LPTA vendor selection. 10 WD

D-23 Prepare Source Selection report for review and approval by SSA/Selection Official. 5 WD

D-25 Prepare Pre /Post Price Negotiation Memorandum (PNM) for review and approval. 2 WD

D-26 Prepare contract in SPS for final pre-award review. 3 WD

S-19D Obtain final contract pre-award review/approvals. 7 WD

S-20D Process Congressionals, Agency/GAO Protests IAW established procedures. 3 – 100 CD

R-8 Prepare and submit Contracting Officer's Representative (COR) nomination form to DOC. 2 WD

D-27 Award/synopsize

D-28 Prepare Contracting Action Report, (CAR) IAW FPDS-NG procedures. 1 WD

D-29 Conduct/document debriefings. 10 WD

D-30 Coordinate pre/post award Small Business protests with the Small Business Administration for resolution, if received. 15 WD

Simplified Acquisition (<$100K), Competitive

ADMINISTRATION/CLOSE-OUT

D-31 Distribute awarded contract, contracting action report (CAR) to Contractor, DFAS, customer, etc., if required. 1 WD

R-9 Identify individuals to assist with contract administration duties. 1 WD

D-32 Appoint AFDO, COR and notify contractor of COR responsibilities. 2 WD

D-33 Conduct pre-

R-10 Notify Contracting Officer of any contractor performance issues. 2 WD

D-35 Authorize contract changes when required. 4 WD

R-11 Provide funding and/or other required documents to facilitate contract change modifications. 5 WD

S-21D Negotiate technical and funding contract issues, contract changes, conduct award fee evaluations, as required. 30 WD

D-36 Exercise contract options, obligate incremental funding via contract

D-37 Provide to KO COR files IAW COR designation letter or policy. 2 WD

S-22R Review monthly contractor manpower reporting data. 2 WD

S-23R Ensure contractor performance IAW contract requirements. Entire period of performance.

S-24D Respond to Freedom of Information Action (FOIA) requests. 10 WD

R-12 Review partial/final invoices and ensure charges are allowable and allocable and approve for payment. 3 WD

R-13 Provide/route via Wide Area Workflow (WAWF) the signed receiving report/invoice to DFAS for payment. 7 WD

D-38 Negotiate/resolve contract claims & disputes. 60 WD

R-14 Notify KO at contract completion that all products/services have been satisfactory provided IAW with contract

Simplified Acquisition (<$100K), Competitive ADMINISTRATION/CLOSE-OUT (con't.)

R-15 Provide a copy of final receiving report/invoice to DFAS and the Contracting Officer. 7 WD

S-26D Verify through DFAS that all dollars obligated against the contract have been dispersed. 5 WD

D-39 Verify with contractor that all contract requirements have been satisfied, and all monies owed received. 5 WD

S-27D Prepare contractor performance assessment report every 12 months. 5 WD

R-16 Ensure proper disposal/turn-in of government property, if required. 60 WD

D-41 Prepare contract close-out Forms DD1594 and DD1597 and complete contract close-out process to include de-obligation of excess funds.

D-42 Archive contract files as required. 2 WD

Simplified Acquisition (<$100K), Non-Competitive - Planning

R-1 Determine Need.

Process Begins

S-1R Conduct Market Research to validate acquisition approach and document findings.

30 WD

D-1 If Information Technology (IT) hardware/software requirement, issue delivery order against Army Small Computer Program (ASCP) mandatory contracts or obtain ASCP waiver.

15 WD

R-2 Obtain internal activity approval of requirement.

30 WD

D-2 Identify responsible acquisition team.

2 WD

D-3 Establish acquisition time line. 2 WD

R-3 Prepare all requirements documentation, SOW, PWS, CDRLs, AF Plan, Specifications/Blue Prints, QASP, Form DD254, IGCE for estimated total costs, if applicable.

120 WD

R-4 Obtain budget approval for total estimated value of requirement.

10 WD

D-4 Prepare and coordinate Form DD2579 with Small Business Specialist (SBS) for approval. 5 WD

R-7 Prepare draft Justification and Approval (J&A)/Sole Source Justification document and provide to DOC. 5 WD

R-18 Prepare Acquisition Strategy/Plan for approval at appropriate level. 10 WD

Simplified Acquisition (<$100K), Non-Competitive - Solicitation

D-5 Review, provide comments on SOW, PWS, PRS, AF Plan, CDRLs, Specifications/Blue Prints, DD254, IGCE, Acquisition strategy, Acquisition plan, Sole source justification document, if applicable. 15 WD

S-4D Conduct final reviews, recommend changes to SOW, PWS, AF Plan, CDRLs, Specifications/Blue Prints, DD254, IGCE, acquisition strategy, acquisition plan, sole source justification document, if applicable. 5 WD

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S-8D Process final Acquisition Strategy, Acquisition Plan, Sole Source justification document for required approvals, if applicable. 10 WD

R-7 Prepare/submit certified Form DA3953/MIPR or Optional funding document to DOC. (PRWeb) 5 WD

D-16 Issue synopsis in FedBizOps regarding final RFP/RFQ/IFB issuance. 1 WD

D-11 Prepare solicitation documents in Standard Procurement System (SPS). 3 WD

S-9D Make final solicitation and documentation changes, obtain final RFP/RFQ/IFB review and approvals. 10 WD

D-17 Release final solicitation/amendments 3 WD

Simplified Acquisition (<$100K), Non-Competitive - Award

D-18 Receive vendor RFP/IFB/RFQ questions. 10 WD

D-19 Coordinate vendor RFP/IFB/RFQ questions with customer. 7 WD

S-10R Prepare responses to vendor final RFP/IFB/RFQ questions. 7 WD

S-16R Evaluate technical and price proposals. 30 WD

S-17D Conduct negotiations. 10 WD

D-25 Prepare Pre/Post Price Negotiation Memorandum (PNM) for review and approval. 2 WD

D-26 Prepare contract in SPS for final pre-award reviews. 3 WD

S-19D Obtain final contract pre-award review/approvals. 7 WD

R-8 Prepare and submit Contracting Officer's Representative (COR) nomination form to DOC. 2 WD

D-27 Award/synopsize contract. 2 WD

D-28 Prepare contracting action report (CAR) IAW FPDS-NG procedures. 1 WD

Simplified Acquisition (<$100K), ***Non-Competitive - Administration/Close-Out***

D-31 Distribute awarded contract, contracting action report (CAR) to Contractor, DFAS, customer, etc., if required. 1 WD

R-9 Identify individuals to assist with contract administration duties. 1 WD

D-32 Appoint AFDO and COR and notify contractor of COR responsibilities. 1 WD

D-33 Conduct Pre-

R-10 Notify Contracting Officer of any contractor performance issues. 2 WD

D-35 Authorize contract changes when required. 4 WD

R-11 Provide funding and/or other required documents to facilitate contract change modifications . 5 WD

S-21D Negotiate technical and funding contract issues, contract changes, conduct award fee evaluations, as required. 30 WD

D-36 Exercise contract options, obligate incremental funding via contract modification. 3 WD

D-37 Provide to KO COR files IAW COR designation letter or policy. 2 WD

S-22R Review monthly contractor manpower reporting data.

S-23R Ensure contractor performance IAW contract requirements. Entire period of performance.

S-24D Respond to Freedom of Information Act (FOIA) request. 10 WD

R-12 Review partial/final invoices and ensure charges are applicable and allowable and approve for payment. 3 WD

R-13 Provide/route via Wide Area Workflow (WAWF) a copy of the signed receiving report/invoice to DFAS for payment.

Simplified Acquisition (<$100K), Non-Competitive – Administration/Close-out (con't.)

D-38 Negotiate/resolve contract claims & disputes. 60 WD

R-14 Notify KO at contract completion that all products/services have been satisfactory provided IAW with contract requirements. 1 WD

S-26D Verify through DFAS that all dollars obligated against the contract have been dispersed. 5 WD

D-39 Verify with contractor that all contract requirements have been satisfied, and all monies owed received. 5 WD

S-27D Prepare contractor performance assessment report every 12 months. 5 WD

R-15 Provide a copy of final receiving report/invoice to DFAS and the Contracting Officer 7 WD

R-16 Ensure proper disposal/ turn-in of government property, if required. 60 WD

D-41 Prepare contract close-out Forms DD1594 and DD1597 and complete contract close-out process to include de-obligation of excess funds. 30 WD

D-42 Archive contract files as required. 2 WD

Non-DoD Contracts (<$100K), Competitive

Planning

R-1 Determine Need

Process Begins

S-1R Conduct Market Research to validate acquisition approach and document findings.

30 WD

R-2 Obtain internal activity approval of requirement, as required. 30 WD

D-2 Identify responsible acquisition team.

2 WD

D-3 Establish acquisition time line. 2 WD

R-3 Prepare all requirements documentation, SOW, PWS, CDRLs, AF Plan, Specifications/Blue Prints, QSAP, Form DD254, IGCE etc, if applicable. 120WD

R-4 Obtain budget estimate approval for total estimated value of requirement. 10 WD

R-18 Prepare Acquisition Strategy/Plan for approval at appropriate level. 3 WD

R-19 Prepare and approve "Certification of Proper Use of Non DoD contracts". (Note: Ensure contract requirements listed in this section comply with Proper Use of Non-Department of Defense Contracts Memorandum dated 12 July 2005).

5 WD

D-4 Prepare and coordinate Form DD2579 with Small Business Specialist (SBS) for approval.

5 WD

Non-DoD Contracts (<$100K), Competitive **Solicitation**

D-5 Review, provide comments on SOW, PWS, PRS, CDRLs, Specifications/Blue Prints, DD254, IGCE, AF Plan, acquisition strategy, acquisition plan, sole source justification document, etc., as applicable. 15 WD

S-4D Conduct final reviews, recommend changes to SOW, PWS, CDRLs, AF Plan, Specifications/Blue Prints, DD254, IGCE, acquisition strategy, acquisition plan, sole source justification document, if applicable. 5 WD

R-7 Prepare/submit certified Form DA3953/MIPR or Optional funding document to DOC. (PRWeb). 5 WD

R-19 Identify individuals for informal Source Selection Evaluation Board (SSEB) responsibilities. 2 WD

D-11 Prepare solicitation documents in Standard Procurement System (SPS). 3 WD

S-9D Make final solicitation and documentation changes, obtain final RFP/RFQ/IFB document review and approvals. 10 WD

D-10 Prepare Evaluation Plan (EP) for review. 5 WD

S-28R Review EP, make changes and submit to DOC for approval by Selection Official 5 WD

D-17 Release final solicitation/amendments. 7 WD

Non-DoD Contracts (<$100K), Competitive **Award**

D-18 Receive vendor RFP/RFQ/IFB questions. 10 WD

D-19 Coordinate vendor RFP/RFQ/IFB questions with customer. 7 WD

S-10R Prepare responses to vendor final RFP/RFQ/IFB questions. 7 WD

D-20 Receive Proposals after release of RFP/RFQ/IFB. 30 CD

D-24 Prepare Pre/Post Price Negotiation Memorandum (PNM) for review and approval. 5 WD

S-12D Evaluate proposals and manage overall proposal evaluation process IAW approved SSP/Evaluation Plan, if applicable. 40 WD

S-14D Conduct RFP/RFQ/IFB negotiations with Offerors IAW approved Source Selection Plan/Evaluation Plan. 15 WD

S-15D Brief and make best value or LPTA vendor selection. 10 WD

D-26 Prepare contract in SPS for final pre-award review. 3 WD

S-19D Obtain final contract pre-award review/approvals. 7 WD

R-8 Prepare and submit Contracting Officer's Representative (COR) nomination form to DOC. 2 WD

D-27 Award/synopsize contract. 2 WD

D-28 Prepare contracting action report (CAR) IAW FPDS-NG procedures. 1 WD

Non-DoD Contracts (<$100K), Competitive Administration/Close-out

D-31 Distribute awarded contract, contracting action report (CAR) to Contractor, DFAS, customer, etc., if required. 1 WD

R-9 Identify individuals to assist with contract administration duties. 1 WD

D-32 Appoint AFDO, COR and notify contractor of COR responsibilities. 2 WD

D-31 Conduct pre-performance/ post award conference discussions. 3 WD

R-10 Notify Contracting Officer of any contractor performance issues. 2 WD

D-35 Authorize contract changes when required. 4 WD

R-11 Provide funding and/or other required documents to facilitate contract change modifications. 5 WD

S-20D Negotiate technical and funding contract issues, contract changes, conduct award fee evaluations, as required. 30 WD

D-36 Exercise contract options, obligate incremental funding via contract modifications, as required. 3 WD

D-37 Provide to KO COR files IAW COR designation letter or policy. 2 WD

S-22R Review monthly contractor manpower reporting data. 2 WD

S-23R Ensure contractor performance IAW contract requirements. Entire period of performance.

S-24D Respond to Freedom of Information Action (FOIA) requests. 10 WD

R-12 Review partial/final invoices and ensure charges are applicable and allowable and approve for payment. 3 WD

R-13 Provide/route via Wide Area Workflow (WAWF) a copy of the signed receiving report/invoice to DFAS for payment. 7 WD

D-33 Negotiate/resolve contract

Non-DoD Contracts (<$100K), Competitive Administration/Close-out (con't.)

R-14 Notify KO at contract completion that all products/ services have been satisfactory provided IAW with contract requirements. **1 WD**

R-15 Provide a copy of final receiving report/invoice to DFAS and the Contracting Officer. **7 WD**

R-16 Ensure proper disposal /turn-in of government property, if required. **60 WD**

S-26D Verify through DFAS that all dollars obligated against the contract have been dispersed. **5 WD**

D-39 Verify with contractor that all contract requirements

S-27D Prepare contract performance assessment report every 12 months. **5 WD**

D-41 Prepare contract close-out Forms DD1594 and DD1597 and complete contract close-out process to include de-obligation of excess funds. **30 WD**

D-42 Archive contract files as required. 2 WD

Non-DoD Contracts (<$100K), Non-Competitive - Planning

R-1 Determine need.

Process Begins

S-1R Conduct Market Research to validate acquisition approach and document findings. 30 WD

R-2 Obtain internal activity approval of requirement, as required. 30 WD

D-2 Identify responsible acquisition Team 2 WD

D-3 Establish acquisition time line. 2 WD

R-3 Prepare all requirements documentation, SOW, PWS, CDRLs, AF Plan, Specifications/Blue Prints, QASP, Form DD254, IGCE for estimated total costs, if applicable. 120 WD

R-4 Obtain budget estimate approval for total estimated value of requirement. 10 WD

R-5 Prepare draft Justification and Approval/Sole Source Justification document and provide to DOC. 5 WD

D-4 Prepare and coordinate Form DD2579 with Small Business Specialist (SBS) for approval. 5 WD

R-18 Prepare draft Acquisition Strategy/Plan for approval at appropriate level. 3 WD

R-19 Prepare and approve "Certification of Proper Use of Non DoD contracts". (Note: Ensure contract requirements listed in this section comply with Proper Use of Non-Department of Defense Contracts Memorandum dated 12 July 2005). 5 WD

Non-DoD Contracts (<$100K), Non-Competitive – Solicitation

D-5 Review, provide comments on SOW, PWS, PRS, CDRLs, AF Plan, Specifications/Blue Prints, DD Form DD254, IGCE, Acquisition strategy, limited Sole source justification etc. 15 WD

S-4D Conduct final reviews, recommend changes to SOW, PWS, PRS, AF Plan, CDRLs, Specifications/Blue Prints, DD254, IGCE, Acquisition strategy, Sole source justification documents, if applicable. 5 WD

R-7 Prepare/submit certified Form DA3953/MIPR or Optional funding document to DOC. (PRWeb) 5 WD

D-11 Prepare solicitation documents in Standard Procurement System (SPS). 3 WD

S-9D Make final solicitation and documentation changes, obtain final RFP/RFQ/IFB review and approvals. 10 WD

D-17 Release final solicitation/amendments. 7 WD

Non-DoD Contracts (<$100K), Non-Competitive – Award

D-18 Receive vendor RFP/IFB/RFQ questions.
10 WD

D-19 Coordinate vendor RFP/IFB/RFQ questions with customer.
7 WD

S-10R Prepare responses to vendor RFP/IFB/RFQ questions.
7 WD

D-20 Receive proposals after release of RFP/RFQ/IFB.
30 CD

S-16R Evaluate technical and price proposals. 30 WD

S-17D Conduct negotiations. 10 WD

D-25 Prepare Pre/Post Price Negotiation Memorandum for review and approval.
2 WD

D-26 Prepare contract in SPS for final pre-award review. 3 WD

S-19D Obtain final contract pre-award review/approvals. 7 WD

R-8 Prepare and submit Contracting Officer's Representative (COR) nomination form to DOC.
2 WD

D-27 Award/synopsize contract.
2 WD

D-28 Prepare contracting action report (CAR) IAW FPDS-NG procedures.
1 WD

Non-DoD Contracts (<$100K), Non-Competitive – Administration/Close-out

D-31 Distribute awarded contract, contracting action report (CAR) to Contractor, DFAS, customer, etc., if required. 1 WD

R-9 Identify individual to assist with contract administration duties. 1 WD

D-32 Appoint AFDO, COR and notify contractor of COR responsbilities. 2 WD

D-33 Conduct Pre-performance/Post-award conference discussions. 3 WD

R-10 Notify Contracting Officer of any contractor performance issues. 2 WD

R-11 Provide funding and/or other required documents to facilitate contract change modifications. 5 WD

D-35 Authorize contract changes when required. 4 WD

D-36 Exercise contract options, obligate incremental funding via contract modifications. 3 WD

D-37 Provide to KO COR files IAW COR designation letter or policy. 2 WD

S-21D Negotiate technical and funding contract issues, contract changes, conduct award fee evaluations, as required. 30 WD

S-22R Review monthly contractor manpower reporting data. 2 WD

S-23R Ensure contractor performance IAW contract requirements. Entire period of performance

S-24D Respond to Freedom of

Non-DoD Contracts (<$100K),

Non-Competitive - Administration/Close-out (con't.)

R-12 Review partial/final invoices and ensure charges are allowable and allocable and approve for payment. 3 WD

R-13 Provide/route via Wide Area Workflow (WAWF) a copy of the signed receiving report/ invoice to DFAS for payment. 7 WD

D-38 Negotiate/resolve contract claims & disputes. 60 WD

R-14 Notify KO at contract completion that all products/services have been satisfactory provided IAW with contract requirements. 1 WD

R-15 Provide a copy of final receiving report/invoice to DFAS and the Contracting Officer. 7 WD

R-16 Ensure proper disposal/turn-in of government property, if required. 60 WD

S-26D Verify through DFAS that all dollars obligated against the contract have been dispersed. 5 WD

D-39 Verify with contractor that all contract requirements have been satisfied, and all monies owed received. 5 WD

S-27D Prepare contractor performance assessment report every 12 months. 5 WD

D-41 Prepare contract close-6ut Forms DD1594 and DD1597 and complete contract close-out process to include de-obligation of excess funds. 30 WD

D-42 Archive contract files as required. 2 WD